

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
January 29, 2010

HUMAN RESOURCES MEMORANDUM 1-10

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2011 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED BY A
COLLECTIVE BARGAINING AGREEMENT

The 2010 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefits Package for Confidential Employees*.

<u>HOLIDAY</u>	<u>DAY, DATE OBSERVED</u>
New Year's Day	Friday, December 31, 2010
Martin Luther King, Jr. Day	Monday, January 17, 2011
Washington's Birthday/President's Day	Monday, February 21, 2011
Patriots Day	Monday, April 18, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veterans Day	Friday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Thanksgiving Friday	Friday, November 25, 2011
Christmas Day	Monday, December 26, 2011

To be eligible for holiday pay, the employee must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1, of *State of Maine Civil Service Rules*.

For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday, and holidays that fall on Sunday are observed on the following Monday. ***For calendar year 2011: New Year's Day (January 1) falls on a Saturday and will be observed on Friday, December 31, 2010; Christmas Day (December 25) falls on a Sunday and will be observed in Monday, December 26.***

S/ Alicia Kellogg
Alicia Kellogg, Director
Bureau of Human Resources